

7 August 1987

MEMORANDUM FOR THE RECORD

SUBJECT: Keith Hall(SSCI) Agenda for 13 August Briefing on Banding

1. I met with Keith Hall to clarify what precisely he wants to hear about during the 13 August briefing on the secretarial pay system, commo banding and the proposed Pay/Personnel, Management and Compensation System (PPMC).

2. First, We agreed to reschedule the meeting to 2:30 PM because of [] schedule and a subsequent conflict which arose in Hall's. Hall also wants to bring Charlie Battaglia who has done a rather comprehensive , but yet uncompleted, study of the new PPMC to the briefing. I said I had no problem with that.

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3. Although Hall wants to hear about the secretarial and commo programs, he says his primary interest is to educate himself on the PPMC in anticipation of having to meet and confer with staff members of the HPSCI. Hence, he is expecting to hear a rather comprehensive briefing on the proposed PPMC. He says he is basically supportive of the new system but is most concerned that we have not set standards to be able to evaluate whether or not the stated goals will be achieved. He is, of course, interested in what we estimate the costs to be to implement either the entire system of parts of it.

4. On the secretarial pay and commo banding programs, he pretty much reiterated the same questions contained in [] memo of 24 June 1987. These briefings he believes can be kept short. He indicated that he had two major questions about these programs: what have they cost us and what data do we have that shows we have been successfull in meeting the objectives of the programs and overcoming any problems?

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Proposed Outline for Briefing of Keith Hall on
Secretarial Pay System and the Commo Banding

--Meeting changed to 2:30PM in room 7c-37; may bring Battaglia

--OUTLINE

Why: What were the array of problems

What were the objectives

How were programs presented to senior management and what were the conditions under which they were approved

What was done. (content of the programs)

Based on the idtenified problems and objectives what has been achieved

What have been the benefits and what are the remaining problems

What have been the costs for conversion, especially the costs for the new awards and bonuses as compared with the old GS systems.

Pay, Personnel, Management, and Compensation System

OUTLINE FOR BRIEFING TO KEITH HALL

Why? What are the problems we hope to fix?

What do we hope to achieve? Objectives?

Detailed brief on the content of PPMC

Where do we stand now?

If we begin to implement what occupations are likely to be converted first?

How will we measure whether or not the system is successful? What have we built in to assure that the new system is achieving what it is designed to achieve?

What are the anticipated benefits? What are the problems or concerns at this point in time?

What do we anticipate the system, either in part or whole, will cost?

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Next 3 Page(s) In Document Denied